Template: FILEMAX.DOC

Double-Click on Macro Name to Copy It to One of Your Templates

aFileTemplate

Description: Displays a list of templates, attaches chosen template to the active document, automatically merges the template styles, and deletes from document styles that are not in the template. Rename to FileTemplate after copying macro to your global normal.dot template to replace the File Template command.

CompileAndPrintOutlines

Description: Compiles a complete outline for a project in several files and prints.

Template: FILEMAX.DOC

DailySchedule

Description: Starts the Windows Calendar program, opens your personal daily itinerary file in which you keep a list of future meetings and daily tasks, and prints the day's meetings and tasks. The first time the macro runs, requests filename of the calendar file you want to use by default in this macro. After the first use, change the default with the DailyScheduleChangeFile macro.

DailyScheduleChangeFile

Description: Displays a dialog box so that user can change the default Calendar file for the daily schedule; based

on the DailySchedule macro.

GlobalControlRun

Description:
Replacement for Word's Control Run dialog box, listing additional programs to run. Rename to simply ControlRun after copying the macro to your global normal.dot template.

OpenTemplate

Description:
Displays a dialog box to request the path name pattern and filename pattern for project files. Compiles a list of project files, opens each file, prints its outline, prints its full text, closes file, and repeats process for all files in a project.

Template: FILEMAX.DOC

PrepareForConversion

Description: Finds all files for a project, opens each in turn, changes apostrophes and quotation marks from curly to straight, finds characters formatted with small caps, and then changes the case to all uppercase. Helpful for converting from Microsoft Word for Windows to Microsoft Word for ms-dos.

PrintProjectFiles

Description: Opens and prints the outline and then the full text of a series of files that belong to a specified project.

rAutoClose

Description: Records name of each file as closed in transactio

n file for archiving upon quitting Word. Rename to AutoClose after copying.

rAutoExit

Description: Copies documents changed during editing session to disk in drive A. Rename to AutoExit after copying.

RBsAutoExec

Description: Displays a dialog box for the initial document action you want Word to take—open one of the documents listed on the

Template: FILEMAX.DOC

File menu, create a new document, open a document, open a template, or open a macro in the macro editing window. Also maximizes Word's window, changes menu names, and changes the Toolbar. Rename to AutoExec after copying.

tAutoClose

Description:
Displays the total editing time and calculates and displays the difference as the time you spent during this session. Rename to AutoClose

after copying.

tAutoOpen

Description: Displays the total editing time from the File Summary Info Statistics dialog box. Rename to AutoOpen after copying.